



MEMORANDUM

To: Mayor and Members of the City Council

From: Montrè Freeman, City Manager
Deborah Malenfant, ECDI Executive Director
Alicia Steward, Finance Director
Jon Hawley, Grants Administrator

Date: January 5, 2024

Re: Consideration - Budget Amendment for BIG Disbursement, 508 Kramer LLC

BACKGROUND/ANALYSIS:

This memo concerns a Business Improvement Grant that the City awarded to 508 Kramer LLC on September 27, 2021, in the amount of \$20,000, for building improvements at 508 E. Main Street, Elizabeth City. The project was completed last fall, as verified by City staff and Elizabeth City Downtown, Inc., and the grant is now eligible for disbursement. For a full report on the project, please see the attached closeout package submitted by ECDI.

(Note: The closeout package notes that the BIG Program requires the City and grantees to execute a deed of trust and promissory note to ensure compliance with grant terms. The City Attorney has confirmed these documents are in place.)

This memo requests the City Council adopt the necessary budget amendment (also attached) to properly disburse these funds.

STAFF RECOMMENDATION:

By motion, adopt the budget amendment for disbursement of the BIG award to 508 Kramer LLC.



AGENDA ITEMS	Meeting Date: 1/8/2024
Grant Reference No. <u>Business Improvement Grant</u>	
Department: <u>General Fund</u>	
Fund Number/Department Number: <u>10</u>	Public Hearing: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
BACKGROUND: This amendment is to reallocate funds for disbursement of a Business Improvement Grant to 508 Kramer LLC; the City awarded the grant in 2021, and the project is now complete. The project will be paid from available general fund balance. The grant amount is \$20,000.	
Financial Impact: <input checked="" type="checkbox"/> One Time <input type="checkbox"/> Recurring Comments: Funds will be transferred from General Fund Balance (10-3990-0000) and disbursed through the appropriate expenditure account (10-6600-4300).	
Analysis:	
Department Head Recommendation: Adopt as proposed.	
Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Reviewed by:	
Department Head: _____ Date: / / Finance Officer: _____ Date: / / City Manager: _____ Date: / /	<div style="background-color: #cccccc; text-align: center; font-weight: bold; font-size: small;">FINANCE DEPT OFFICE USE</div> <div style="padding: 10px;"> <input type="radio"/> Recommend for Approval <input type="radio"/> Do not recommend </div>



MEMORANDUM

To: Jon Hawley, Grants Administrator
Montre' Freeman, City Manager
William Morgan, City Attorney
Alicia Steward, Finance Director

From: Deborah Malenfant, Executive Director, Elizabeth City Downtown, Inc.

Date: November 6, 2023

Subj: Payment Authorization 508 Kramer LLC
2021-2022 Business Improvement Grant (BIG)
508 E. Main Street, Elizabeth City, NC 27909

Ms. Erin Nixon, representative of 508 Kramer LLC has requested reimbursement for the 2021-2022 approved Business Improvement Grant in the amount of \$20,000.00 for improvements to the property at 508 E. Main Street. This application was approved for a BIG in the amount of \$20,000.00 at the City Council meeting of September 27, 2021, after the required Public Hearing. Total estimated cost of the grant-specific scope of work was estimated to be between \$199,000.00 and \$268,000.00. Actual renovation costs were \$234,935.30, excluding the fire suppression and fire alarm systems.

The work has been substantially completed per the grant application and a Certificate of Occupancy is anticipated to be issued soon. The project is deemed to be substantially complete based on the original checklist (attached).

Proof of payment documentation is attached. Expenses have been verified.

Pending final review by the Grants Administrator and the Promissory Note and Deed of Trust in favor of the City of Elizabeth City being executed by Attorney Bill Morgan, 508 Kramer LLC's request for reimbursement in the amount of \$20,000.00 is acceptable and appropriate based on the review conducted by myself, noted above. The Promissory Note and Deed of Trust shall remain in place for a period of 36 months per the grant agreement.

Information for Mr. Morgan for preparation of the Promissory Note and Deed of Trust:

- Parcel ID: 210 N. Poindexter Street: **891308990429**; Map 1-B-1
- Deed: **508 Kramer LLC; same as applicant.** Address: P.O. Box 745, Elizabeth City, NC 27909
- The grant restriction is that the property can't be sold for 36 months of grant disbursement with the job creation requirement being 5 full-time and 3 part-time jobs.

Please process payment and make check payable to 508 Kramer LLC, P.O. Box 745, Elizabeth City, NC. Please include in the notation to the Finance Department to call me, Deborah Malenfant, at 252-267-6920 when the check is ready. I will pick up and deliver to the applicant. **Check will not be delivered to the applicant until notification from Attorney Morgan that the legal documents have been executed and recorded.**

EC: Erin Nixon

Attachments:

BIG Final Group Review Checklist

Invoices and Proof of Payment

Photos – 210 N. Poindexter Street – Post Project

BIG Approval Letter

Property Tax Card

508 Kramer LLC

Purpose of Project: Renovate vacant first level space for mixed retail and office use -- THIS IS FOR GRANT CLOSEOUT ONLY - NOT FOR OCCUPANCY

BIG Grant On-site Walk-through and final grant evaluation: Monday, October 31, 2023; 1:00 pm

In Attendance: Paul Kahl and Jeff Caddy, Building Inspections; Dena Richardson, Josh Smith, Alondra Santiago, Elizabeth City Fire Department; Deborah Malenfant, Elizabeth City Downtown, Inc.; Erin Nixon, Property Owner.

	Building Inspections Final Review	Final Fire Review	Final HPC / Planning Review
INTERIOR			
Electrical rewiring throughout to include new outlets/switches, panels, and exit lighting	✓	✓	✓
New lighting fixtures throughout (LED)	✓	✓	✓
New ceiling throughout (Suspension & tiles)	✓	✓	✓
New sheetrock and walls throughout	✓	✓	✓
Insulation throughout	✓	✓	✓
Infrastructure for mechanical systems (Not actual HVAC unit)	✓	✓	✓
Replace flooring throughout	✓	✓	✓
ADA compliant bathrooms - 2	✓	✓	✓
Doors and doorways throughout; ADA compliant -- <i>At least one knob for each separate unit in the building should be a lever-type door handle, rather than a round knob.</i>	☒	✓	✓
**Window replacement, replacement of frames and glass	✓	✓	✓
Installation of plumbing throughout	✓	✓	✓
Painting throughout	✓	✓	✓
EXTERIOR			
Lighting* NOTE: <i>No new lighting added due to not fitting with the recommendations of SHPO for the façade design.</i>	☒	☒	☒
New awning*	✓	✓	✓
Entry Door*	✓	✓	✓
Historic façade reconstruction - opening of windows that had previously been sealed off*	✓	✓	✓
Sealing of granite	✓	✓	✓
New signage*	✓	✓	✓
Additional project components not part of grant application request, but part of the overall project:			
HVAC units	✓	✓	✓

Additional Notes: Exterior renovations have been reviewed and approved by Historic Preservation Commission and Certificate of Appropriateness has been awarded.

This review is for Business Improvement Grant purposes only.

Additional Notes:

All appropriate building permits must be obtained before starting work. Sign permits must be obtained for all exterior signage. *Any exterior work must obtain approval from Historic Preservation Commission.

If restaurant is tenant, must undergo another pre-review before installing equipment and/or hood system

Every individual tenant must obtain business registration and zoning permit before occupying; Dependent on use, there may be additional building inspection and/or fire code requirements associated with specific buildouts.

508 Kramer LLC
City Grant Information

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
GlassTech Contract Glazing	New Front Glass and Doors	38,850.00
First Flight Machine Corp	Design & Construct Metal Awning Frame	9,924.25
Inter Bank Marine Nathan Langton	Awning Canvas	3,400.00
Justin James	Trash Removal	300.00
Kight Electric	Ruff In Offices	8,700.00
Kight Electric	Finish Offices	11,640.00
Carpet Connection of EC	Carpet	18,629.19
McPherson Plumbing	New Bathrooms	15,352.82
Davis Signs & Graphics	Signs	1,311.96
Colson Construction Inc	Remodle	126,827.08
		<u>234,935.30</u>

APPLICATION AND CERTIFICATION FOR PAYMENT

PAGE ONE OF

PAGES

TO: 508 Kramer, LLC
2042 Rivershore Rd
Elizabeth City NC 274909

PROJECT: 508 E. Main Street

APPLICATION: 3
PERIOD: 05/18/2022
PROJECT NOS:

DISTRIBUTION TO:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM: GlassTech Contract Glazing, Inc
DBA GlassTech Commercial Glazing
PO Box 1060
Winterville NC 28590

VIA ARCHITECT:

CONTRACT DATE:

CONTRACTORS APPLICATION FOR PAYMENT

1. ORIGINAL CONTRACT SUM.....	\$35,625.00
2. Net Changes by Change Orders	\$3,225.00
3. CONTRACT SUM TO DATE (LINE 1+2).....	\$38,850.00
4. TOTAL COMPLETED & STORED TO DATE	\$36,907.50
5. RETAINAGE:	
a. 0.00 % of Completed Work	\$0.00
b. 0.00 % of Stored Material	\$0.00
Total Retainage (Lines 5a + 5b)	\$0.00
6. TOTAL EARNED LESS RETAINAGE.....	\$36,907.50
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificates)	\$12,131.25
8. CURRENT PAYMENT DUE.....	\$24,776.25
9. BALANCE TO FINISH, INCLUDING RETAINAGE (LINE 3 LESS LINE 6)	\$1,942.50

Change Order Summary	Additions	Deductions
Total changes approved in previous months by owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: GlassTech Commercial Glazing Services, Inc

By: CW Hughes III Date: 5/18/2022

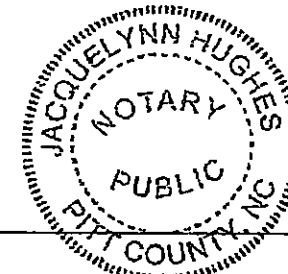
State of: North Carolina

County of: Pitt

Subscribed and sworn before

me this 18 day of May 2022

Notary Public: Jacquelyn Hughes
My Commission expires: July 12, 2025



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ _____

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified)

ARCHITECT:

By: _____ Date: _____

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

508 KRAMER, LLC
2042 RIVERSHORE RD.
ELIZABETH CITY, NC 27909-6212

66-258/531

NO

121

Date 5/26/2022



GLASS TEAR

TWENTY FOUR THOUSAND SEVEN HUNDRED SEVEN SIX & 25/100 | \$ 24,776.25

Southern
Elizabeth City



WELLS MONEY MARKET SAVINGS

Attn: 508 Kramer

Will R...

AP

APPLICATION AND CERTIFICATION FOR PAYMENT

PAGE ONE OF

PAGES

TO: 508 Kramer, LLC
2042 Rivershore Rd
Elizabeth City NC 274909

PROJECT: 508 E. Main Street

APPLICATION: 4
PERIOD: 07/21/2022
PROJECT NOS:

DISTRIBUTION TO:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM: GlassTech Contract Glazing, Inc
DBA GlassTech Commercial Glazing
PO Box 1080
Winterville NC 28590

VIA ARCHITECT:

CONTRACT DATE:

CONTRACTORS APPLICATION FOR PAYMENT

1. ORIGINAL CONTRACT SUM.....	\$35,625.00
2. Net Changes by Change Orders	\$3,225.00
3. CONTRACT SUM TO DATE (LINE 1+2).....	\$38,850.00
4. TOTAL COMPLETED & STORED TO DATE	\$38,850.00
5. RETAINAGE:	
a. 0.00 % of Completed Work	\$0.00
b. 0.00 % of Stored Material	\$0.00
Total Retainage (Lines 5a + 5b)	\$0.00
6. TOTAL EARNED LESS RETAINAGE.....	\$38,850.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificates)	\$36,907.50
8. CURRENT PAYMENT DUE.....	\$1,942.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE (LINE 3 LESS LINE 6)	\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: GlassTech Commercial Glazing Services, Inc

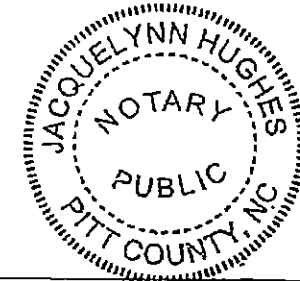
By: CW Hughes III Date: 7/21/22

State of: North Carolina

County of: Pitt

Subscribed and sworn before
me this 21 day of July 2022

Notary Public: Jacquelyn Hughes
My Commission expires: July 21, 2022



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents based on on-site observations and the data

508 KRAMER, LLC 2042 RIVERSHORE RD. ELIZABETH CITY, NC 27909-6212	68-258/531 <u>NO</u> 128 Date <u>7-25-2022</u>
TO THE ORDER OF <u>GLASSTECH</u>	\$ <u>1942.50</u>
ONE THOUSAND NINE HUNDRED FORTY TWO & 50/100	MONEY MARKET SAVINGS
Elizabeth City	<u>Hollman</u>

Change Order Summary	Additions	Deductions
Total changes approved in previous months by owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

FIRST FLIGHT MACHINE CORP.

110 KITTY HAWK LANE
 PO BOX 1468
 ELIZABETH CITY, NC 27909

INVOICE

Invoice Number: 16818
 Invoice Date: May 2, 2022
 Page: 1

Voice: 252-335-2480
 Fax: 252-335-2480

Bill to:
 WILL NIXON
 1100 W EHRINGHAUS ST - UNIT C
 ELIZABETH CITY, NC 27909
 USA

Ship to:
 WILL NIXON
 1100 W EHRINGHAUS ST - UNIT C
 ELIZABETH CITY, NC 27909
 USA

Customer ID: NIXONWILL	Customer PO:	Payment Terms: Net 30 Days	
Sales Order: 16984	Shipping Method: Cust. Pickup	Ship Date: 5/2/22	Due Date: 6/1/22

Quantity	Item	Description	Unit Price	Amount
1.00		MEASURE UP & DESIGN LONG AWNING FRAME WITH POSTS FOR PUTTING IN CONCRETE	6,290.00	6,290.00
1.00				35.00

508 KRAMER, LLC
 2042 RIVERSHORE RD.
 ELIZABETH CITY, NC 27909-6212

66-258/531 *ME* 117

Date 5/2/2022

FIRST FLIGHT MACHINE CORP \$ 9,924.25

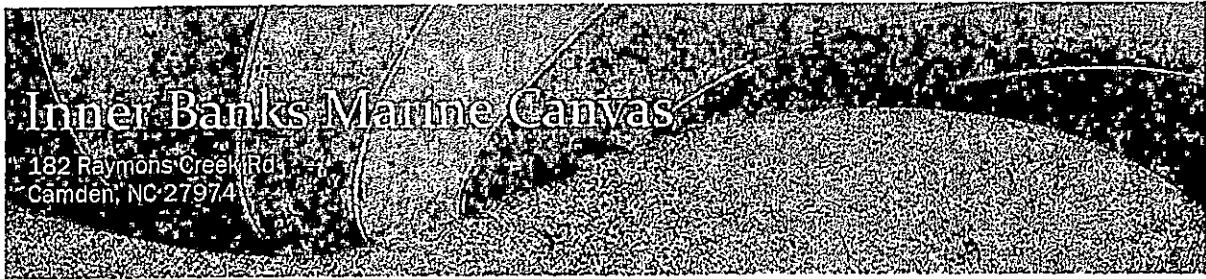
NINE THOUSAND NINE HUNDRED TWENTY FOUR & 25/100

Southern Bank MONEY MARKET SAVINGS
 Elizabeth City

W. Nixon

Subtotal	9,275.00
Sales Tax	649.25
Total Invoice Amount	9,924.25
Payment/Credit Applied	
TOTAL	9,924.25

Check/Credit Memo No:



Invoice # 214

Date: June 30, 2022

Bill To

508 Kramer LLC
P.O. Box 745, Elizabeth City NC 27907
252-435-5042

Item Description	Amount
Canvas for Awning	\$3,400.00

Subtotal	\$3,400.00
Tax Rate	
Other Costs	
Total Cost	\$3,400.00

Make all checks payable to: Nathan Langton

If you have any questions concerning this invoice, use the following contact information:

252-435-3239

Thank you for your business!

McPherson Enterprizes Plumbing & Trenching Inc.
 PO Box 2447
 Elizabeth City, NC 27906
 Plumbing License # 29150
 Unclassified GC License # 79064

Date 7/17/2022
 Invoice # 26967

Bill To
 William R. Nixon CPA, PC
 508 Kramer LLC
 1100 W. Ehringhaus St
 Elizabeth City N.C. 27909

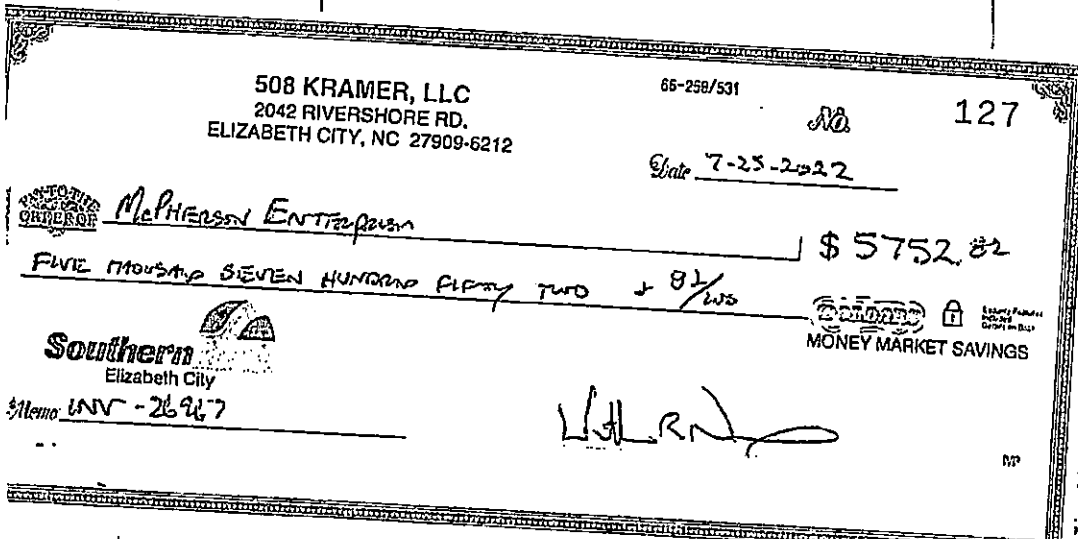
Ship To

P.O. #
 Terms

Ship Date 7/17/2022
 Due Date 7/17/2022
 Other

Item	Description	Qty	Price	Amount
Plumbing	Provide material, labor, and equipment to install the following plumbing connections: (3) toilets, (1) urinal, (2) sinks, (1) water heater, and (1) water and sewer tie in.	0	4,800.00	0.00
Plumbing	Plumbing under floor rough in	0	1,200.00	0.00
Plumbing	Plumbing top rough in	0.5	3,600.00	1,800.00
Plumbing	Plumbing Trimout	0.5	3,600.00	1,800.00
Fixtures	Toilets, Urinal, Sinks, and water heaters		2,152.82	2,152.82

15,352.82



Total \$5,752.82
 Tax (7.0%) \$0.00
 Total \$5,752.82

McPherson Enterprizes Plumbing & Trenching Inc.
 info@mcphersonenterprizes.com
 www.mcphersonenterprizes.com

252-562-6503
 252-334-8575

Payments/Credits \$0.00
 Balance Due \$5,752.82



DAVIS
SIGNS & GRAPHICS
 THE SIGN OF QUALITY
 252-562-SIGN | 252-264-5670

Graham H. Davis
 Owner
 711 Chapanoke Road
 Hertford, NC 27944

INVOICE NO.
1229

NAME: 508 KRAMPFIZ LLC
 ADDRESS: PO. BOX 745
 CITY, STATE, ZIP: ELIZABETH CITY, NC 27904
 DATE: 9-2-22

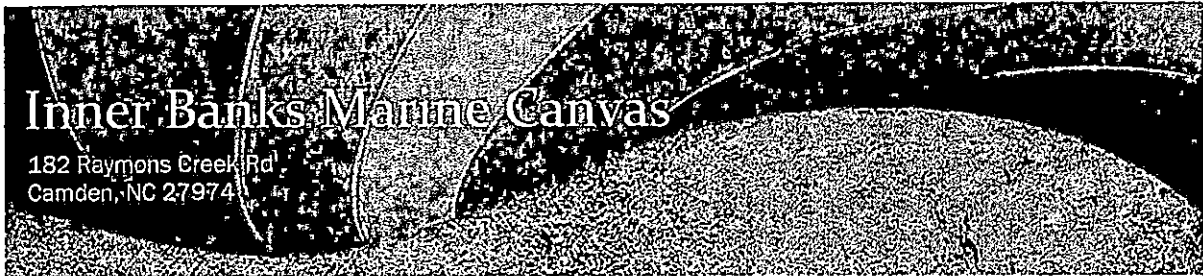
SOLD BY: GHO	Purchase Order #	CASH	CHECK	TERMS Payment Due Upon Receipt
--------------	------------------	------	-------	--------------------------------------

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
-	WINDOW LETTERING FOR SUITES A-E IN VINYL INSI.		
-	MOVE BUILDING DIRECTORY FROM OLD ENTRANCE TO NEW TOYER. DRESS TO SPEC.		
-	LAYOUT, ORDER & INSTALL PLASTIC 9" METALLIC SILVER PAD-MOUNT LETTERING TO READ (500 EAST MAIN) ON EXISTING SIGN AREA OVER AWNING & CENTER ABOVE MAIN ENTRANCE OF NEW CONSTRUCTION. LETTERING FONT IS TRAJAN BOLD		
		LABOR	\$ 715.00
		MATERIALS	\$ 514.00
		SALES TAX	\$ 82.96
		TOTAL DUE	\$ 1,311.96
		DEPOSIT	\$ 700.00
		REMAINING BALANCE	\$ 611.96

RECEIVED BY: *[Signature]*

Make all checks payable to Davis Signs or Graham Davis.
 There will be a \$25.00 service fee on all returned checks.

Thank You



Invoice # 214

Date: June 30, 2022

Bill To

508 Kramer LLC
P.O. Box 745, Elizabeth City NC 27907
252-435-5042

Item Description	Amount
Canvas for Awning	\$3,400.00

Subtotal	\$3,400.00
Tax Rate	
Other Costs	
Total Cost	\$3,400.00

Make all checks payable to: Nathan Langton

If you have any questions concerning this invoice, use the following contact information:

252-435-3239

Thank you for your business!

Colson Construction Co, Inc

1305 Campground Rd
Elizabeth City, NC 27909
252-202-2764

BILL TO

508 Kramer, LLC
P.O. Box 745
Elizabeth City, NC 27909
PHONE

FOR

508 Main Stret

Details

AMOUNT

Remodle old Super 10 location

\$126,827.08

Paid 3-26-21

-\$30,000.00

Paid 5-13-21

-\$30,000.00

Paid 7-19-21

-\$15,127.08

Paid 2-9-22

-\$51,700.00

SUBTOTAL \$0.00

TAX RATE 0.00%

OTHER \$0.00

TOTAL \$0.00

Make all checks payable to Colson Construction Co, Inc

If you have any questions concerning this invoice, use the following contact information:

C. Glen Colson 252-202-2764

THANK YOU FOR YOUR BUSINESS!





MAYOR
BETTIE J. PARKER
MAYOR PRO-TEM
JOHNNIE B. WALTON
CITY MANAGER
MONTRE' D. FREEMAN
CITY CLERK
APRIL ONLEY



CITY COUNCIL MEMBERS
GABRIEL M. ADKINS
MICHAEL BROOKS
BILLY CAUDLE
DARIUS J. HORTON
CHRIS RUFFIEUX
KEM K. SPENCE
JEANNIE YOUNG

CITY OF ELIZABETH CITY

September 28, 2021

Ms. Erin Nixon
508 Kramer LLC
P. O Box 745
Elizabeth City, NC 27909

Dear Ms. Nixon:

I am pleased to advise you that during the City Council Meeting of September 27, 2021, City Council approved your 2021-22 Business Improvement Grant (BIG) application as presented for property renovations at 508 E. Main Street, Elizabeth City. The amount of the grant award is \$20,000 toward your total anticipated project cost of between \$199,000 and \$268,000. As you are aware, Building Permits must be obtained prior to work commencing, and you are responsible for ensuring proper zoning and compliance with the City of Elizabeth City's Unified Development Ordinance. Any exterior work will need prior approval and a Certificate of Appropriateness from the Historic Preservation Commission (HPC).

Please be reminded of the BIG guidelines as they pertain to your project:

- The grant is a matching and reimbursable grant. You must spend matching funds first and bring your project to at least the 75% completion point based on the project scope as submitted in your grant application in order to request any disbursement of funds. You may request a 50% disbursement when the project is 75% complete; 100% disbursement when the project is 100% complete.
- Determination of project completeness is made by the City of Elizabeth City Building inspector after an on-site group review (to include at minimum, Fire Inspections, Planning Department, and Elizabeth City Downtown Inc. staff). This group review should be coordinated with Deborah Malenfant.
- All aspects of the project must meet fire and building code requirements and other contingencies noted on your Group Review Checklist (**attached**).
- **Per the Business Improvement Grant guidelines, you will be required to execute a Promissory Note and Deed of Trust in favor of the City prior to grant monies being disbursed.** This requires that the grant funds be repaid to the City if the grant objectives submitted as part of your grant application are not achieved within a year of the completion date of your project or if the property subject to the grant is sold within a thirty-six (36) month period of grant

disbursement. Grant objectives include job creation and executed leases. Ms. Malenfant will initiate the legal documents through City Attorney Bill Morgan at the time of the disbursement request.

- Final payment will be made when all supporting documentation is submitted, including an itemized and categorized package of paid invoices, cancelled checks, and receipts. This information should be submitted to Deborah Malenfant, ECDI Director for pre-review. She will then submit it through the Grants Management Division and Finance Department for payment if all is in order.

For budgetary purposes, you are strongly encouraged to complete your project and submit for reimbursement prior to June 15, 2022, in order to allow for our fiscal year end accounting requirements.

Thank you for your investment in the revitalization of Elizabeth City. If you have any questions, please contact Deborah Malenfant at 252-338-4104 or elizabethcitydowntown@embarqmail.com.

Sincerely,



Eddie Buffaloe
Acting City Manager

EB/djm

Attachments:

2021-22 Business Improvement Grant Guidelines
Group Review Checklist for your Project

EC: Alvin Rountree, Inspections Director
Deborah Malenfant, ECDI Director
Kellen Long, Community Development Director
Dena Richardson, Fire Marshall
Jon Hawley, Grants Administrator
Alicia Steward, Interim Finance Director
Bill Morgan, City Attorney



City of Elizabeth City Business Improvement Grant Program Fiscal Year 2021-2022

Overview & Purpose

The City of Elizabeth City Business Improvement Grant (BIG) Program is a part of the City's goal to encourage economic development for small businesses. Specifically, Goal #7 "Increase Community-wide Business Development Opportunities to Increase the Quantity and Quality of Jobs." The primary goal of the BIG Program is to increase the occupancy of the City's vacant commercial spaces within the City limits, primarily in the downtown Business District, and to create jobs. Secondary goals of the program are: 1) to address safety issues; 2) improve aesthetics and building facades; 3) and extend the lifecycle of existing historic buildings by implementing appropriate design standards for the rehabilitation of historic properties. The BIG program is sponsored by, funded and overseen by the City of Elizabeth City Council, which may amend, adjust or eliminate the program at any time. The grant award decisions of the Elizabeth City Council are final.

For the purpose of this grant program, a small business is defined as: A business that is 1) organized for a profit; 2) has (or intends to have) a place of business within the City of Elizabeth City limits; 3) operates (or will operate) within the City of Elizabeth City limits and makes a significant contribution to the Elizabeth City economy through payment of taxes, material or labor; 4) is independently owned and operated; 5) has (or projects to have) annual receipts of less than \$750,000; and 6) employs (or projects to employ) twenty-five employees or fewer. The business may be a sole proprietorship, corporation, or any other legal form.

Scope

The Elizabeth City Council has allocated \$80,000 for the Elizabeth City Business Improvement Grant Program for Fiscal Year 2021-2022. \$60,000 of these funds will be designated for Downtown Businesses; \$20,000 for Businesses outside of Downtown.

Applications will be accepted during a prescribed application period as explained below. Grants will be scored and judged on a competitive basis in Rounds 1 and 2 based on how they promote and enhance the program goals. If all grant monies are awarded in Round 1, there will be no Round 2. If grant monies remain after Rounds 1 and 2, there will be a Round 3. Applications received in Round 3 will be considered in the order they are received and will also be scored and judged based on how they promote and enhance program goals. The grant process shall follow the requisite public notice and hearing process. Any documents submitted as part of the grant application are subject to NC Public Records Law as defined in Chapter 132 of the NC

General Statutes and are considered to be public record.

At the end of each grant application period, City staff shall evaluate each grant application based on case by case basis, using a pre-defined scoring rubric, which will evaluate need and demonstrate how each application benefits the City's Overview & Purpose Statement for the Grant Program. The scoring rubric is attached and made a part of these guidelines. The general timeline from completed application to decision, including the public hearing process, is an estimated 45 days. Applicants whose application is denied may resubmit an updated application in the second round of consideration.

ROUND 1 - Application Deadline: September 1	AMOUNT AVAILABLE
Downtown Businesses	\$60,000
Businesses Outside of Downtown	\$20,000

How Round 1 is Scored: Competitively in each category based on how they best promote and enhance program goals. Grants must be scored by at least three different individuals and must receive a minimum average score of forty (40) points in order to be presented to the City Council for consideration.

*ROUND 2 - Application Deadline: December 31	AMOUNT AVAILABLE
Downtown Businesses	Any remaining monies not awarded from the original \$60,000 designated in the DT Businesses category
Businesses Outside of Downtown	Any remaining monies not awarded from the original \$20,000 designated in the Businesses Outside of DT category

**There will only be a Round 2 if monies remain from Round 1*

How Round 2 is Scored: Competitively in each category based on how they best promote and enhance program goals. Grants must be scored by at least three different individuals and must receive a minimum average score of forty (40) points in order to be presented to the City Council for consideration.

*ROUND 3 - Application Deadline: January 1 or after	AMOUNT AVAILABLE
Any small business within the Elizabeth City limits	Any remaining monies not awarded in either of the above categories.

**There will only be a Round 3 if monies remain from Round 2*

How Round 3 is scored: Applications are considered in the order they are received on a case by case basis based on how they promote and enhance the program goals. If multiple applications are received in amounts that exceed the funding available, applications may either be competitively ranked against each other or funded below the requested amount. Grants must be scored by at least three different individuals and must receive a minimum average score of thirty (30) points in order to be presented to the City Council for consideration.

If an applicant is successful in receiving a grant, he or she may not reapply for the same type of grant for the same property until twelve (12) months from the date of project completion, which is defined as the date of final approval by the Building Inspector.

Grants are to be used only for commercial property. If the property is zoned for both residential and commercial use, grant funds and the associated matching funds may only be used for the commercial property portion of the property.

In order to be eligible for a Business Improvement Grant, the building or space must be a commercial property within the Elizabeth City City limits and must have been vacant for at least 60 days prior to applying for the grant.

Upon receipt of the Business Improvement Grant application, City staff, consisting of the Community Development Manager, the Historic Preservation Planner (if a contributing historic property is affected), a Fire Inspector, a Building Inspections staff member, and the ECDI Executive Director, shall visit each site with the applicant and discuss the proposal with the property owner and/or tenant. At the time of site inspection, City staff will note to the applicant any recommended/required site improvements. The grant application may be adjusted accordingly, if the applicant agrees with staff recommendation.

A grant application is not deemed "complete" until the above site inspection has been made and all required attachments are submitted.

1

Work must not commence on any projects seeking grant funds until such time as an onsite group review has been conducted by City Staff and the grant application is deemed to be complete. Any work begun prior to City Council approval of the grant is at the owner's own risk. Staff's recommendation to City Council in no way guarantees grant approval by City Council.

Property and/or business owners are responsible for all necessary permits, proper zoning and compliance with the City of Elizabeth City Unified Development Ordinance (UDO), which includes Historic Preservation Commission (HPC) Certificate of Appropriateness review (if applicable). All permits and approvals must be received prior to start of the project or the grant award may be rescinded by City Council upon staff recommendation.

If application is being submitted by a leaseholder, that leaseholder must have written and notarized authorization from the property owner in order to apply for a grant and for the improvements proposed for completion. If a property receives a grant, the property owner will be required to execute a Promissory Note and Deed of Trust in favor of the City, which requires the grant funds be repaid to the City if the grant objectives are not achieved within the time frame prescribed in the grant approval, or if the real property, which is subject to the grant is sold within a thirty-six (36) month period.

"Employment/Job Creation" shall mean a job maintained for at least six consecutive months after completion of the project, consisting of at least 35 hours per week of employment, eligibility for all benefits generally available for full-time employees of the business where the employees are employed, at a wage at least equal to minimum wage, and located in North Carolina.

"New Executed and/or signed lease agreement" shall mean an active tenant operating in a previously vacant space with consistent and regular business hours. The lease must be maintained and in effect for at least six consecutive months after completion of the project.

Program Criteria

Eligible Projects

- Life Safety Code compliance renovations (permanent)
- Commercial interior remodeling improvements (permanent)
- Commercial site exterior/façade improvements
- Improvements for compliance with Americans with Disabilities Act (ADA) for commercial properties
- Installation, repair, and replacement of exit (exterior) doors and hardware
- Weatherization of building
- Removal of false fronts and additions that detract from a building's architectural or historic character (with photographic evidence)
- Repair, replacement or addition of exterior shutters and awnings/canopies
- Repair/replacement or installation of interior/exterior stairs, porches, railings and exit facilities
- Repair or rebuilding of interior/exterior walls, including cleaning, sealing, tuck pointing and painting
- Repair or replacement of window frames, sills, glazing, replacement of glass
- Repair or replacement of flooring
- Historic reconstruction, including storefront, door, or window repair, masonry repointing, etc.
- Installation of permanently affixed hardscape (such as stone or brick planters)
- Installation, repair or replacement of exterior signage and/or lighting (simple sign changes are eligible but by themselves are given low priority)
- Mechanical work, including wiring, plumbing, insulation, mechanical systems/climate control (excluding the actual HVAC units themselves).
- Payment of City permits and/or fees

Ineligible Projects

- Structural additions
- Residential structures and/or improvements to residential units
- Real estate or building purchases
- Furnishings and equipment purchases
- Working capital
- Inventory financing
- Title reports and legal fees
- Professional fees such as architects, engineers and attorneys
- Labor provided by the applicant, contractor or tenant of the building incurred prior to grant application being deemed complete by staff
- Landscaping

- Interior cleaning, except that required as prep work for other eligible improvements
- Extermination of insects, rodents, vermin and other pests.
- Roof repair and/or replacement
- HVAC units

Projects must support the City's program goals to encourage economic development via new and expanded business development or the creation and retention of jobs.

Work must commence within ninety (90) days of the grant approval, absent extenuating circumstances, or the grant may be rescinded by City Council upon staff recommendation. If a grant award is rescinded due to lack of action by the recipient, the applicant may re-apply on a competitive basis in the next round of funding or in the next fiscal year, provided that the program is funded by the City Council during the next fiscal year. The applicant is responsible for obtaining all necessary building permits from the City of Elizabeth City Inspections Department and all necessary approvals from the Community Development Office and the Historic Preservation Commission

Upon grant approval, the applicant shall display a sign indicating participation in the BIG program. The sign must be displayed either on the exterior or in the front window of the building for a period of at least thirty (30) days after the completion of the project.

All projects are matching and reimbursable grants. Recipients must spend matching funds first, and may be reimbursed for up to one-half of the grant funds at the time the Building Inspector determines that the project is at the seventy-five percent (75%) completion point.

Photos of the project progression must be submitted or on-site review by City staff must be conducted every thirty (30) days

Proof of matching funds being expended will be required for grant funds to be reimbursed. Itemized, organized, and categorized receipts for materials, supplies and labor should be provided. Proof of and/or verification of payment to contractors will be required. Handwritten invoices/receipts are discouraged and will require payment confirmation.

An on-site inspection and checklist review must be conducted by the Building Inspector and other designated City staff prior to the project being accepted as complete and prior to reimbursements being made.

If grant is awarded based on a new tenant or lease, proof of an executed lease is required prior to disbursement of grant monies (if not previously submitted).

Final payment may not be released until the permit has passed all necessary building inspections, if applicable. A check in the amount of the matching funds shall be mailed directly to the grant applicant.

Bids must be provided by licensed contractors. Two quotes must be provided with each

BIG application. Quotes must include a complete description of the proposed work. These quotes must comply with the following criteria:

- Itemized for each element of repair, replacement, and/or reconstruction
- Specify any materials to be replaced
- Provide a before and after sketch if façade or footprint is proposed to change\
- Provide separate quotes for each façade or unit, if applying for more than one

All grant award funds are dollar for dollar matching grants. The maximum annual grant any business or property owner may receive per property is \$20,000.00. Examples are:

- Project Amount: \$5,000 Applicant Match: \$2,500 Grant Award: \$2,500
- Project Amount: \$40,000 Applicant Match: \$20,000 Grant Award: \$20,000

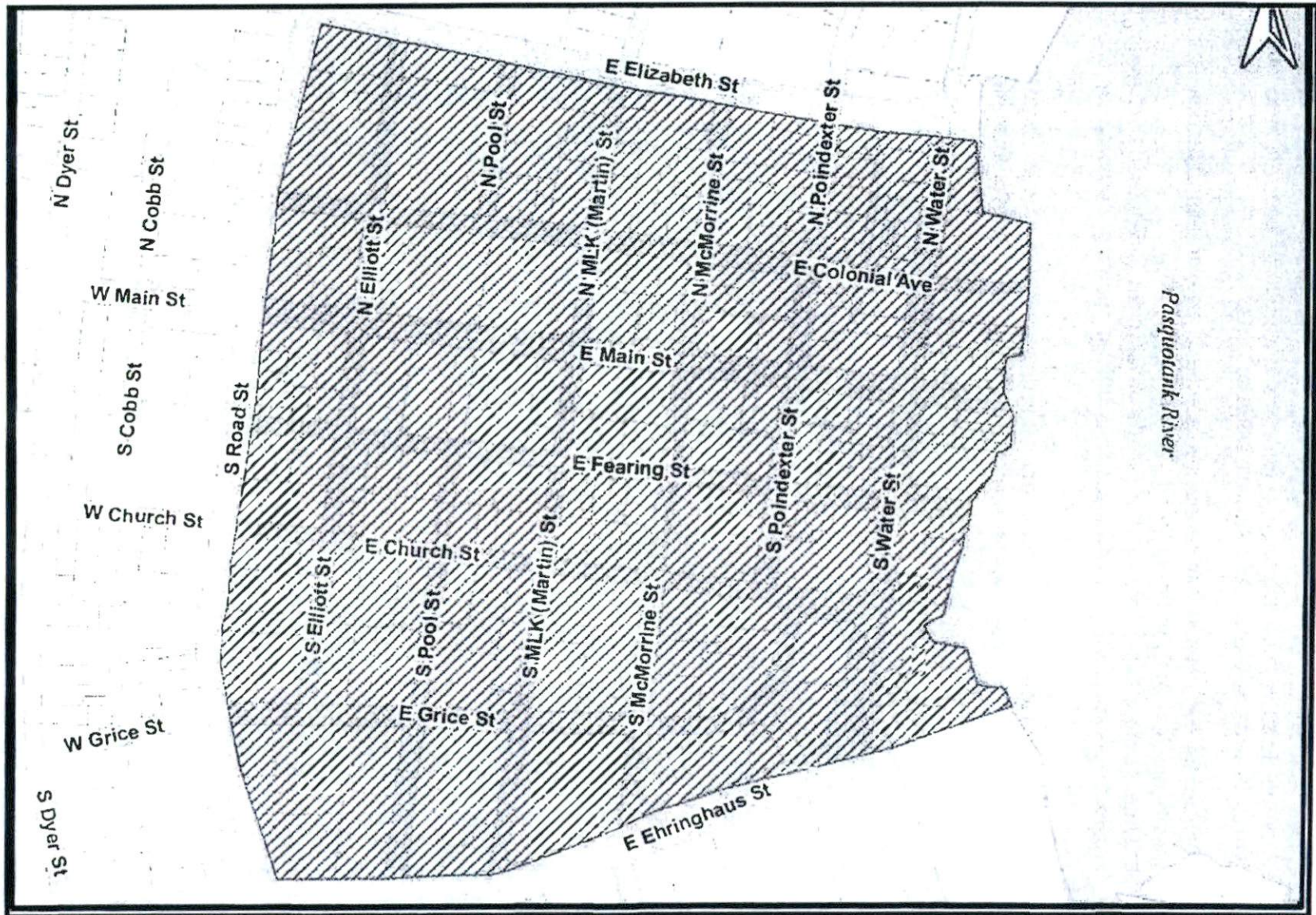
The minimum grant award shall be \$2,500.

Application Requirements

In order to be considered for a grant, a complete application must be submitted to the Elizabeth City Downtown, Inc. (ECDI) office, 106 S. Water Street, Elizabeth City, NC 27906, e-mail: elizabethcitydowntown@embarqmail.com. A complete application shall include:

- Pre-Application consultation with the ECDI Director and/or City Manager to determine funding availability and project qualification
- Application with all information provided and clearly legible
- Proof of Commercial Lease (if applicant is not property owner or if applicant is requesting scoring based on a new tenant)
- Signed and Notarized Permission from Property Owner (if applicant is not property owner)
- Before photos, preferably in digital format
- Itemized bids from at least two (2) licensed contractors, including supplier cost estimates with at least one (1) bid from a local contractor. (A bid is considered local if provided by a contractor with a business office located in Pasquotank County or within a 30-mile radius.)
- Proposed floor plan
- Project timetable
- Inspection reports from the City of Elizabeth City Inspections Department and Fire Marshal, if applicable
- Approval by the Historic Preservation Commission for the project, if applicable
- Verification of Commercial zoning and/or land use
- City of Elizabeth City Business Registration

Downtown District



508 Kramer LLC

Purpose of Project: Renovate vacant first level space for mixed retail and office use

BIG Grant On-site Walk-through and Initial evaluation: Monday, August 30, 2021; 3:30 pm

In Attendance: Kellen Long, Community Development; Dena Richardson, Fire Department; Allen (AJ) Lawrence, Building Inspections; Deborah Malenfant, Elizabeth Downtown, Inc.; Erin Nixon, Property Owner

	Initial Inspection Review	Initial Fire Review	Initial HPC / Planning Review
INTERIOR			
Electrical rewiring throughout to include new outlets/switches, panels, and exit lighting	✓	✓	✓
New lighting fixtures throughout (LED)	✓	✓	✓
New ceiling throughout (Suspension & tiles)	✓	✓	✓
New sheetrock and walls throughout	✓	✓	✓
Insulation throughout	✓	✓	✓
Infrastructure for mechanical systems (Not actual HVAC unit)	✓	✓	✓
Replace flooring throughout	✓	✓	✓
ADA compliant bathrooms - 2	✓	✓	✓
Doors and doorways throughout; ADA compliant	✓	✓	✓
**Window replacement, replacement of frames and glass	✓	✓	✓
Installation of plumbing throughout	✓	✓	✓
Painting throughout	✓	✓	✓
EXTERIOR			
Lighting*	✓	✓	✓
New awning*	✓	✓	✓
Entry Door*	✓	✓	✓
Historic façade reconstruction - opening of windows that had previously been sealed	✓	✓	✓
Sealing of granite	✓	✓	✓
New signage*	✓	✓	✓
Additional project components not part of grant application request, but part of the overall project:			
HVAC units			

Additional Notes: Exterior renovations have been reviewed and approved by Historic Preservation Commission and Certificate of Appropriateness has been awarded.

**This review is for Business Improvement Grant purposes only.*

Additional Notes:

All appropriate building permits must be obtained before starting work.

Sign permits must be obtained for all exterior signage.

*Any exterior work must obtain approval from Historic Preservation Commission

If restaurant is tenant, must undergo another pre-review before installing equipment and/or hood system

Every individual tenant must obtain business registration and zoning permit before occupying; Dependent on use, there may be additional building inspection and/or fire code requirements associated with specific buildouts.

Pasquotank County Property Card

as of July 1, 2022

PIN: 891308990429 **PID:** 0009335 **MAP:** 1-B-1 **Deed Book:** 1283 / **Deed Page:** 510 / **Date:** 20170601

**Location: 00508 E
MAIN ST 512**

Prior Evaluation
Year: 2014 **Current Evaluation**
Year: 2022

**508 KRAMER LLC
PO BOX 745**

Land \$102400 \$124400

**ELIZABETH CITY,
NC 27909**

Use Land \$0 \$0

Acct: 129934

Building \$560000 \$983700

Previous County Tax
(.0077): \$5100.48

Total \$662400 \$1108100

New county rate (.0062)
(for 2023): \$6870.22

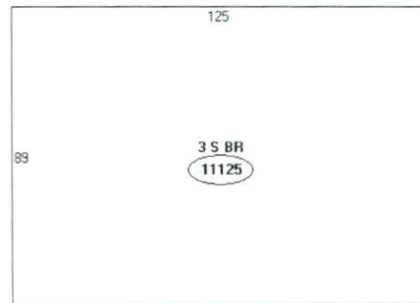
Assessed \$662400 \$1108100

Estimated City Tax
(.0074): \$4901.76
New city rate (.0059) (for
2023): \$6537.79



Storm Water Fee: \$111.078
Solid Waste Fee: \$144 (\$75
for Elderly/Disabled with
Exclusion)

Notes KRAMER BUILD1
20210917



Descriptor/Area
A: 3.5 BR
11125 sqft

Building Data

Year Built 1900 **Grade:** C
Number of Units 13

Sales Data

Date	Type	Price	Source	Owner	Deed	Assessment
20170601	Land & Bldg	516000	Stamps	ROBERTSON, ZACK D JR	1283/510	662400

[Tax Ownership Book \(for research only\)](#)

OUTBUILDING DATA

Type Qty Year Size1 Size2 Grd Cnd Value